

Montana Breast and Cervical Health Program

Policy and Protocol to Determine Enrollment Site

SUBJECT: How to determine the enrollment site for MBCHP eligible women.

What is the “catchment population” for MBCHP administrative sites?

The woman’s county of residence determines the administrative site where she will be enrolled with the exception of American Indian women who live on or near Montana reservations.

- **The “catchment population” for Administrative Site(s):**
 - A woman who’s county of residence is within their multi-county area, minus what is defined for Administrative sites or individuals assigned to Montana reservations..
 - MBCHP eligible Urban Indian women are considered to be part of the “catchment population” for all administrative sites.
- **The “catchment population” for Administrative sites or individuals assigned to Montana reservations:**
 - American Indian women who live on or near Montana reservations, who are 50 through 64 years and otherwise MBCHP eligible;
 - Women who usually access preventative health care at the clinic(s) or health facilities located within reservation borders or clinics/facilities contracted for tribal health benefits.
 - Reservation borders generally define the reservation communities. The “catchment population” does not have to reside within the reservation border.

CONSIDERATIONS

Eligibility and Enrollment:

- The administrative site that is contacted by the woman or medical service provider will enroll her if appropriate or refer her to an administrative site using the criteria for “catchment population” defined above. We will work together to help women get connected to the correct administrative site.
- When an administrative site refers a woman to another site, they do not need to enroll her, determine eligibility or be responsible to provide her education.
- Age eligibility exceptions will be considered for American Indian women living on reservations when the woman is ineligible for contract care services.

Screening and Case Management:

- Women may choose any medical service provider that is enrolled in the MBCHP.
- The administrative sites will work with each other to ensure women receive comprehensive care, and to help medical service providers get forms returned to the correct administrative site.
- A woman may need to be referred *outside* her community of residence after being enrolled in the MBCHP, depending on the circumstances. Administrative sites will help each other work with women and medical service providers to provide continuity of care. In these cases, administrative sites must work together to decide what site will be responsible to complete the forms including the case management forms and what site will be reimbursed for the completed screen.
- Each site is responsible to ensure the women they enroll and initiate screening will receive services including case management. When more than one site is involved, the coordinators will decide who will be responsible to collect and forward the forms and assume the responsibility to complete the work.
- Each site is responsible to refer women and medical service providers to each to ensure women receive comprehensive breast and/or cervical cancer screens.
- Administrative sites will concentrate their recruitment efforts in their multi-county area according to the definition for their catchment population and refer to Administrative sites or individuals assigned to Montana reservations, if necessary.